

**Wisconsin Enterprise Architecture Team (WEAT)**  
**January 24, 8:30 – Noon, DOA Building, Conference Room 9A (9<sup>th</sup> Floor)**

**Attendees:**

**WEAT Voting Members:**

- Doug Bingenheimer, (Team Leader/Chief Enterprise Architect - DET)
- Bud Borja (Milwaukee Co., local government representative)
- Jay Jaeger (DOT, large state agency representative)

- Diane Kohn (DWD, large state agency representative)

Team Facilitator - Tekla Wlodarczyk (DET Administrator's Office, Enterprise Architect)

**DET Representatives**

- Max Babler (DET Operations Representative)

- Kevin Acker (SIS Technical Lead)

**Agenda**

#	Time	Item	Presenter	Item Description	Discussion	Action Item(s)	Responsible Person	Due Date
1	8:30	Questions Regarding SIS Documents Currently Under Review	Kevin Acker	1) 63 V_02 Support Tools Recommendation - Remote Access 120105.doc 2) 65 V_01 Server Virtualization Standard.doc	WEAT had questions on one section, and it was realized that some text had been cut off.  HP was identified as meaning Hardware Partitioning, not Hewlett-Packard	Correct the spreadsheet and send to Tekla Wlodarczyk to send to the team	Kevin Acker	Immediately
2	8:45	Update on process improvements (see attached document for details)  Guidance / Other needs?	Doug Bingenheimer	- Communications plan - Enhancements to WEAT and EA website -WEAT workload management -Membership -Info gathering -Administrative items Other needs? e/g. "Informational filing for WEAT review" and stakeholder / agency review and comment process	Doug explained that an internal team is working on the improvements and asked WEAT if anything was missing from the list regarding actions needing to be taken.  Doug talked about the role of each member of WEAT as having a constituency and being a communication link to and from that constituency. He also said that WEAT should be more than a review team, but rather serve the role of coaches and consultants to the enterprise.  Doug says that Matt is trying to raise the awareness of WEAT with other audiences. Doug and Tekla Wlodarczyk will be attending a Senior Leadership Meeting in the near future.  Documents under review by WEAT will be published on the Wisconsin Enterprise Architecture (WEA) site to elicit feedback. Doug said there are efforts underway to identify and remove/update older standards that are published elsewhere on the web and publish them, for now, on the WEA site.  Doug recently appeared at the TLC meeting and asked for nominations for membership to WEAT. Also, shared information about the new items on the WEA web site and suggested that they check the site for updates.	Get list of DOA business drivers.	Doug Bingenheimer	02/07/06

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					<p>WEAT continued its discussion from the last meeting regarding what items should come through WEAT. Team said there is a need to differentiate between operational (items that might not come to WEAT) versus technical (items appropriate for WEAT). They said processes for project management, portfolio management, applications development, technology management and procurement need to ensure that WEAT is properly involved and at the appropriate time in the process.</p> <p>Kevin Acker mentioned the Technology Selection Process that was created during SIS and which is expected to become the basis for the selection of any new technologies.</p> <p>WEAT's role in strategic planning has not yet been finalized, however, WEAT is interested in multi-agency initiatives or communalities and also common needs for infrastructure.</p> <p>Team discussed technology acquisitions or proposals that do not include information regarding what resources will be needed to support the product. Team talked about DET staff becoming knowledgeable enough to properly support and consult on the new technologies and products used to offer enterprise services. This includes helping agencies really leverage the technologies as well as knowing what would not be an appropriate use. Diane Kohn and Tekla Wlodarczyk will review the templates to strengthening the wording about staffing to support the tools.</p> <p>Doug talked about expanding the size of WEAT and also adding voting members from DET operations.</p>	<p>Edit appropriate WEAT templates to include Total Cost of Ownership section.</p>	<p>Diane Kohn &amp; Tekla Wlodarczyk</p>	<p>Undetermined</p>
						<p>Find out more about the technology selection process or strategic procurement process.</p>	<p>Doug Bingenheimer</p>	<p>02/07/06</p>
3	9:30	“Enterprise Architecture” Versus “Technical Architecture	Jay Jaeger & Kevin Acker	<p>Define “enterprise architecture” versus “technical architecture.</p> <p>Enterprise architecture is comprised of other specific architectures: data, technical and security.</p>	<p>Jay Jaeger and Kevin Acker did not have a chance to work on this, however, the team clarified the task. The purpose of the task is to better define the boundary of what should come to WEAT. The difference is really between operational items versus technical architecture.</p>	<p>Define “enterprise architecture” versus “technical architecture versus “operational” and provide examples.</p>	<p>Jay Jaeger &amp; Kevin Acker</p>	<p>02/07/06</p>
	10:00	BREAK						
4	10:15	Strategic, Transitional and Sunset Technology Decisions	Doug Bingenheimer	<p>Discuss WEAT's role in and criteria for decisions. e.g. HP Openview NT 4.0 and 5.5 Other?</p>	<p><u>Sunset</u> Doug Bingenheimer reported that WEAT is to make sunset decisions/recommendations to the CIO on behalf of the extended enterprise. They are to be made for appropriate technological and/or business reasons to guide the strategic direction of the extended enterprise. They are to be made without regard to the impact on SIS rates (whether the</p>	<p>Talk to Judy Heil regarding role of customer service managers in the process of agencies getting off of sunsetted technology.</p>	<p>Doug Bingenheimer</p>	<p>Undetermined</p>

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						Identify any documentation that exists regarding the larger strategic use or intention for HP Openview.	Doug Bingenheimer	Undetermined
						Arrange for Tim Herbert/Joe Rueden to attend the WEAT meetings quarterly.	Doug Bingenheimer	Undetermined
						Identify which pieces of HP Openview are installed and how they are used.	Max Babler	02/07/06
5	10:45	2006 WEAT Proactive initiatives	All Team Members	Continue to identify the goals, objectives and deliverables for WEAT to address in the coming year. 1) Identify	Team said that right now we need to meet the needs of SIS, but also begin to make progress in returning the team's focus of managing the enterprise architecture.  Tekla Wlodarczyk will manage the process of	Continue refining selections and create a plan for the coming year.	Tekla Wlodarczyk to coordinate for team. All WEAT members to participate.	Current, ongoing

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						Contact David Mockert regarding WEAT's GIS interest and issues raised by Bud Borja	Doug Bingenheimer	Immediately
6	11:50	Other?		Enterprise Service Bus	Max Babler mentioned that there is proposed legislation regarding mandatory use of the DET ESB.  Group talked about issues regarding problems with current use of ESB from DET.	Obtain web link to more information. Send link to team.	Max Babler	Immediately
				Tracking relationships between application and services, how this information will be collected and maintained.	Discussion: It is critical to have information about which applications execute on which servers, and that every agency requires this; without action at the enterprise level, each agency will have to solve this problem.  Max Babler said there were current activities in this area.	Find out more information about this area and obtain any available documentation. Send to team.	Max Babler	Undetermined

**WEAT Actions since Last Meeting 01/10/2005**

Date Completed	Item	Description	Next Steps
01/10/06	Vote #6	1. SAN Configuration Technical Design - No changes requested at meeting. (Tracking # 26 V.02 11/21/05) – Not approved by WEAT 2. Support Tools Recommendation Virtual Private Network (VPN) (Tracking #15 V.01) - Approved by WEAT and published on web.	1. SAN Configuration Technical Design was not approved. Kevin discussed some changes with WEAT. Once changes are made, WEAT will revote. 2. Virtual Private Network – Sent to Matt for approval.
01/10/06	Vote #7	Server Naming Convention (Tracking #02 V.02, Draft: 12/20/05) – Approved by WEAT and published on web.	Sent to Matt for approval.

**Items To Bring To CIO**

Item	Description	Next Steps	Responsible Party	Due Date
Product Selection Process	Find out more about the technology selection process or strategic procurement process.	Ask Matt for his views/guidance on WEAT's role.	Doug Bingenheimer	Undermined
DET's Core Competencies	Do we know what DET's core competencies are, or is there is some effort underway to document these?	Ask Matt.	Doug Bingenheimer	Undermined
Project Prioritization List	Senior leadership has developed a prioritization list. Can this be shared with WEAT?	Ask Matt regarding ability to share this list.	Doug Bingenheimer	Completed 1/24/06 - Action - Yes – Handed out at meeting.
CIO's Regular Attendance at WEAT	Can Matt set a schedule to attend WEAT on a regular basis, such as bi-monthly?	Ask Matt regarding attendance and try to schedule for remainder of the year.	Doug Bingenheimer	Completed 1/24/06 Yes – Again In 2 <sup>nd</sup> meeting in February and bi-monthly thereafter – being scheduled on Matt's calendar

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**Outstanding Items**

Item	Description	Next Steps	Responsible Party	Due Date
WEAT Membership	Fill vacancies. <ul style="list-style-type: none"> <li>• Doug Bingenheimer (CEA - DET representative - only votes to break ties)</li> <li>• Mickey Crittenden (Rock Co., local government representative)</li> <li>• Bud Borja (Milw Co, local government representative)</li> <li>• Jay Jaeger (DOT, large state agency representative)</li> <li>• Diane Kohn (DWD, large state agency representative)</li> <li>• Keith Hazelton (UW representative)</li> <li>• Judy Heil (DET customer service rep)</li> <li>• DET operations architect rep (vacancy)</li> <li>• Small agency rep (vacancy)</li> <li>• Small agency rep (vacancy)</li> <li>• Applications management rep (vacancy)</li> </ul>	<ul style="list-style-type: none"> <li>• Identify nominees</li> <li>• Obtain approval from candidate's agency</li> <li>• Appointment by CIO</li> </ul>	Doug Bingenheimer	Current work
Extranet for WEAT	If WEAT is to truly have an extended enterprise focus then the WEAT information needs to be available to the extended enterprise.	<ul style="list-style-type: none"> <li>• Research options / needs in context of website content publishing project (see improvements plan)</li> <li>• Identify if this is currently possible.</li> </ul>	Tekla Włodarczyk	February
Possible need for a formalized forum within WEAT process for review and comment by agencies / stakeholders	One issue regarding WEAT's role is that there is no other formalized forum for review or comment by agencies / stakeholders. This type of review should be worked into the process in the future.	<ul style="list-style-type: none"> <li>• Develop the desired process / workflow.</li> <li>• Publish process</li> <li>• Communicate Process availability (Push info?)</li> </ul>	Tekla Włodarczyk	Long-term

**Future Agenda Items**

Suggested Meeting Date	Item	Contact	Description
February – 2 <sup>nd</sup> meeting	WEAT's Role in Review of Agency Strategic Plans	Doug Bingenheimer	Need to determine what WEAT's role: 1) Should WEAT be involved in reviewing and perhaps recommending action to the CIO on the agencies' strategic plans and 2) WEAT review to identify multi agency needs / enterprise opportunities and input into things that might be on WEAT's proactive agenda.  NOTE: Actual strategic plan requirements from DET have not yet been finalized.
April – 1 <sup>st</sup> meeting	NT 4 & Exchange 5.5	Max Babler	Discuss issues regarding continuing need for support / maintenance – plan for this sunset technology
February	Informational Filing	Jay Jaeger	A question was raised that outside of SIS, how will WEAT find out about efforts/projects occurring that will have a strategic impact on enterprise architecture. WEAT suggested developing an "informational filing" process in which as a part planning projects that met a certain criteria, the project team would complete information on some type of form and submit to WEAT.

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